



"that we may have life and have it to the full"
(based on John 10:10)

MINUTES

Ordinary Meeting of St Joseph's School Nelson
Board of Trustees

**Tuesday 28 November 2023, 5.15 pm held in St Mary's Parish Rooms,
18 Manuka Street, Nelson**

Prayer - Chris Gladstone

Reflection – Andrew Pullen. Andrew recited the St Joseph's Day poem.

1. ADMINISTRATION

1. **In Attendance** - Chris Hart (Chair), Chris Gladstone (Principal), Liz George, Father Marlon, Irene Firestone, Hamish Angus, Jo Tout, Andrew Pullen, Mike Musso, Jaden Whiunui, Kaye Odinet (Minutes)

Guest: Mr Chris Gladstone

2. **Apologies** – Nil

3. **Declaration of Interests** – Nil

2. STRATEGIC DECISIONS

1. **Strategic decisions made**

Curriculum and Student Achievement Policy - please view on School Docs.

Health Education - School Docs. Chris G has shared in the last Board Report. Parents have also received information. We have taken that voice and it is now in the Annual Plan. Andrew said he had talked to Helen Faulkner, a Nelson GP, who did not say no about working with the school.

Role of Presiding Member - no feedback received by Chris H. Agreed to roll-over.

Dogs on School Grounds - Liz asked if everyone was happy with the updated version. Liz got information from other school policies and Andrew's work dog policy.

Moved that the Board accept the Dogs In School Policy
Moved: Chris Hart / Seconded: Andrew Pullen. Carried.

Liz will contact School Docs to get the policy uploaded.
Agreed to leave the "No Dogs on School Grounds" signage up as we would prefer dogs did not toilet on school grounds.

EOTC Driver - Liz updated. Drivers agree to transport children in accordance with NZ law;

drivers will carry an appropriate driver's licence; comply with NZ road rules; children allowed in front seats if they are taller than 1.4m; comply with all laws; not influenced by drugs and/or alcohol.

Mike suggested that another final check be made on the day where the driver confirms no details on the original form have changed.

3. MONITORING

1. **Ongoing summary of progress to date in relation to annual implementation plan (*the Annual Plan, Goals to Achieve, Health & Safety, Attendance*)**

Annual Plan

There is a three year Strategic Plan previously set by the last Board. The previous BOT was extended by three months due to COVID. The Annual Plan covers one year only.

The Strategic Plan has Strategic Goals attached to it.

The document produced by Chris G was very robust - *thank you*.

The Board will today accept as a draft and first meeting 2024 to accept as a final copy. However there is no reason to accept as a final this meeting.

Chris will check with Governance at NZSTA about a new Education Act that Jaden mentioned.

2023 Analysis of Variance - no queries.

Moved to accept in draft the 2023 Analysis of Variance as a draft.

Moved: Chris Hart / Seconded: Hamish Angus. Carried

Thank you to Chris and her team for all their work.

Principal's Report

Chris G talked to her Principal's Report, previously tabled.

Jo had questioned why seven children did not attend the recent camp. It was ascertained it was not for financial reasons however for two children it was medical reasons. Hoping it was an anomaly and will not continue into future years.

PD and Te Reo programme. This is about cultural understanding and our responsibility. Chris said she had completed Level 1 during her sabbatical, taking 100 hours. As part of a performance growth hui, many teachers were onboard with growing their Te Reo. This has to be managed carefully due to the hours involved. It is tentatively in the 2024 Annual Plan. Tom Alesana will visit the school tomorrow to discuss the options. On completion, the school receives \$600 reimbursement per teacher, from NMIT | Te Pukenga via the Tertiary Education Commission. Chris would like to bring in a reliever to enable staff to have a day in lieu with any remaining balance to go towards something else such as kai when we were all together. Some St Joseph's staff are already at Level 3.

Moved that the Principal's Report, as tabled, is accepted.

Moved: Chris Hart / Seconded: Irene Firestone. Carried.

2. **Expert Presentation – N/A**

3. **Data Analysis - N/A**

4. **Exploration of key result area (goals) – N/A**

5. Finance Report

2024 Budget - the Finance Team met last week with Chris G and Liz G.

The budget showed a \$28,500 projected loss. The recommendation was to make five changes.

- Syndicates have received reimbursements of \$11,000 from parents.
- Requested Justin to increase the interest income earned on our term investments.
- Predicting staff costs to be more 2024, approximately by \$20,000. Covers teacher sickness, relief and the way we choose do the staffing. We recommend that we forecast this in the budget.
- PTA donations - we looked to average the last three years and put into budget. PTA are looking at having a Gala in 2024.
- Remove part of PD. However this may be reversed.

The draft sent out now predicts a \$60,000 loss. Depreciation is \$58,000.

Because we did not put salaries in this year's budget, \$60,000 extra went into the budget.

We believe \$30,000 is what we will have to repay due to this year's over-spend.

Mike recommended to take \$30,000 out and get into this year because it is this year's expense.

This year we are over \$30,000 on teacher salaries.

Adding \$20,000 interest, the true loss is \$10,000.

December/January we are effectively not using banked staffing due to the teaching calendar.

Action Points:

Chris H to talk to Justin the adding a further \$20,000 to interest income.

Chris H to talk to Justin about the staff overpay for 2023. That is, take the \$30,000 out of bulk funding now for staff over-payment

Electricity reimbursement - is there one?

Sit down together soon to look over the cyclical plan

Moved that we accept the draft Budget subject to the above changes being made over the summer and to approve at the February 2024 meeting.

Moved: Chris Hart / Seconded: Andrew Pullen. Carried.

6. Property Report

Irene reported on property.

10-Year Plan - Gerard will arrange quotes for ADW to do the carpark by the library and floor covering for the Juniors.

Pool - the school may need to fund the cover for the big pool as part of maintenance (Property minutes 13/10/2023). The cover has now arrived.

The small pool cover and heating have arrived and installed.

Pool to open 1 December. Keys are for sale.

A pool summer roster is being set up with four families assisting Sam. Justin and Sam will sort the roster.

Michelle Hunt has submitted two further grant applications. To Pelorus and Rata. If grants do not come through, we will need to pay from funds with it going against CAPEX.

Sam sought a quote for sand blasting and special floor covering for the pool change sheds. First quote was \$13,000, he is seeking a second quote.

The Lower Middle toilets could also benefit from a new floor covering,. Sam will get quotes.

Prayer Space - the shared pace with the Parish requires a budget and design and sign off from

staff and the parish/ADW.

Cost delegation - Sam has \$1,000 spending limit on his school credit card and amounts over that need to come to the Board for approval. Chris G's credit limit is \$3,000. If received quotes for a budgeted item then go ahead and purchase. Over that needs Board approval.

4. Strategic Discussions

1. Exploration of specific issue or project

E-resolutions and process - will be discussed In Committee.

2. Education Gazette – N/A

3. Staffing Matters

Discussed In Committee.

5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

- 1.** Presiding Member 2024 - Chris Hart will continue over the summer. He will be on leave, travelling with his family, Term 2, 2024. Term 3 he will have absences due to proposed travelling for his NC teaching job. He proposes that he is not presiding member in 2024 for those reasons.

6. ADMINISTRATION

1. Confirmation of Previous Minutes

Moved that the minutes of meeting dated 17 October 2023 be accepted.

Moved: Chris Hart / Seconded: Andrew Pullen. Carried

Matters Arising from Previous Minutes – Nil

2. Correspondence

Outwards – nil

Inwards – Staff Requests

Chante's quote for the Christmas lunch is \$45 pp + GST - 15 December at 12.30 pm. This is excluding alcohol. The Board agree to pay.

7. MEETING CLOSURE

1. Comments on Meeting Procedures and Outcomes - N/A

2. Preparation for Next Meeting

Next meeting date:

- **Term 1 Week 3 - Tuesday 20 February 2024, 5.15 – 7.15 pm**

Meeting dates for the remainder of the 2024 school year:

- **Term 1** Week 8 - Tuesday 26 March 2024, 5.15 - 7.15 pm
 - **Term 2** Week 2 - Tuesday 7 May 2024, 5.15 - 7.15 pm
 - **Term 2** Week 8 - Tuesday 18 June 2024, 5.15 - 7.15 pm
 - **Term 3** Week 2 - Tuesday 30 July 2024, 5.15 - 7.15 pm
 - **Term 3** Week 8 - Tuesday 10 September 2024, 5.15 - 7.15 pm
 - **Term 4** Week 2 - Tuesday 22 October 2024, 5.15 - 7.15 pm
 - **Term 4** Week 8 - Tuesday 3 December 2024, 5.15 - 7.15 pm
- 2024 School opens Wednesday 7 February, the day after Waitangi Day.

Items for Discussion:

- Presiding Member 2024

Prayer: not assigned

Reflection: not assigned

The meeting closed : 8.17 PM

Mr Chris Gladstone (Guest) left the meeting 6:30 PM

The Board went into Committee 6:30 PM

ACTION POINTS

What	Who
1. Talk to Justin about adding another \$20,000 to interest income.	Chris Hart
2. Talk to Justin about the staff overpay for 2023. That is take the \$30,000 out of bulk funding now for staff over-payment .	Chris Hart
3. Electricity reimbursement - is there one?	Chris Hart
4. Sit down together soon to look over the cyclical plan	BOT